

Retention and Classification Report

Agency: Utah Office for Victims of Crime (1601)

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Records Officer

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AGENCY: Utah Office for Victims of Crime

SERIES: 84749

3

TITLE: Annual reports

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series contains reports of the Office of Crime Victim Reparations' activities from the previous year with information pertaining to benefits awarded, claims summaries, victim claim activities and compensation awarded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical

Annual reports are required by UCA 64-1-7. This retention is based upon the General Retention Schedule. Year 88 Schedule 01 Item 05 Sub Item b

AGENCY: Utah Office for Victims of Crime

SERIES: 84749

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20335

3

TITLE: Appeal hearing tapes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain audio tape recordings of appeals on denial of claims to Crime Victim Reparations. A claimant has 30 days in which to appeal a denied claim or decision. If the appeal to Crime Victim Reparations is denied, the claimant has 30 more days to file an appeal with District Court. The recordings are made to keep a transcript of the testimony given at the appeals. Transcript summaries of the recordings may be kept, but are not required nor consistently transcribed. The tapes are retained because District Courts have required the actual audio tape of the proceedings as evidence in appeals before the courts. Records of the appeals are placed in series 84706-Crime victim case files.

RETENTION:

Retain for 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then erase.

AGENCY: Utah Office for Victims of Crime

SERIES: 20335

TITLE: Appeal hearing tapes

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the possible use of these audio tapes in subsequent appeals to District Court. Due to the sensitive nature of the information on the tapes and their classification, these recordings will only be retained for ten years and then erased.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (1) (2008)

AGENCY: Utah Office for Victims of Crime

SERIES: 21223

3

TITLE: Bank statements

DATES: 1985-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 9.

AUTHORIZED: 02/25/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative need of the agency. Although the General Retention Schedule indicates that these statements are to be retained with the State Treasurer, the agency notifies the Treasurer and the Division of Finance of bank deposits and retains the monthly statements in the office.

AGENCY: Utah Office for Victims of Crime

SERIES: 21223

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20334

3

TITLE: Board meeting minutes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain the minutes from the meetings of the Board of Crime Victims Reparations. The minutes are summaries of the audio tape recordings taken of the meetings. They document discussions and decisions made by the board.

RETENTION:

Retain for 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Utah Office for Victims of Crime

SERIES: 20334

TITLE: Board meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20333

3

TITLE: Board meeting tapes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2010) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2009) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION:

Retain for 3 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 65.

AUTHORIZED: 05/28/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after meeting minutes have been approved and then erase.

AGENCY: Utah Office for Victims of Crime

SERIES: 20333

TITLE: Board meeting tapes

(continued)

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 84706

1

TITLE: Crime victim case files

DATES: 1986-

ARRANGEMENT: Numerical by agency-assigned case number

ANNUAL ACCUMULATION: 48.00 cubic feet.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 20 years after denial of application or case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after denial of application or case is closed and then transfer to State Records Center provided they have been scanned and ingested into agency database. Retain in State Records Center for 20 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 20 years after denial of application or case is closed and then delete.

AGENCY: Utah Office for Victims of Crime

SERIES: 84706

TITLE: Crime victim case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The annual reports provide statistical summaries of case information and serve as a permanent record for historical research. Therefore, case files need not be retained beyond their administrative use. Previous decision was 5 years after denial of application or after case was closed and then destroy.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric evaluations
Protected. Police reports

AGENCY: Utah Office for Victims of Crime

SERIES: 22988

3

TITLE: Crime victim newsline

DATES: 1991-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/30/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21230

3

TITLE: Employee records

DATES: 1985-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 02/24/1999

AGENCY: Utah Office for Victims of Crime

SERIES: 21230

TITLE: Employee records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until employee leaves or retires and then transfer to State Records Center. Retain in State Records Center for 65 years after date of employment or 3 yrs after death or retirement and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Utah Office for Victims of Crime

SERIES: 3962

3

TITLE: Executive correspondence

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain in office for 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based upon the 1990 General Retention Schedule, Schedule 1, Item 9.

AGENCY: Utah Office for Victims of Crime

SERIES: 3962

TITLE: Executive correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21224

3

TITLE: In office correspondence

DATES: 1985-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Records that are general in nature and do not relate directly to primary program responsibilities of an office or agency. Includes letters of appreciation, congratulations, charity fund, parking assignments, etc. These records may originate on paper, electronic mail, or other media.

RETENTION:

Retain for 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 62.

AUTHORIZED: 04/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

Administrative

AGENCY: Utah Office for Victims of Crime

SERIES: 21224

TITLE: In office correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21231

3

TITLE: Incoming check logs

DATES: 1985-

ARRANGEMENT: Chronological by receipt date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

RETENTION:

Retain for 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 15.

AUTHORIZED: 02/25/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Utah Office for Victims of Crime

SERIES: 21231

TITLE: Incoming check logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21226

3

TITLE: Internal administrative correspondence

DATES: 1985-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

RETENTION:

Retain for 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 16.

AUTHORIZED: 02/25/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative

AGENCY: Utah Office for Victims of Crime

SERIES: 21226

TITLE: Internal administrative correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21254

3

TITLE: Leave applications

DATES: 1985-

ARRANGEMENT: Alphabetical by employee name.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Applications for leave and supporting papers relating to request for and approval of employee leave.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Utah Office for Victims of Crime

SERIES: 21254

TITLE: Leave applications

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Utah Office for Victims of Crime

SERIES: 21225

3

TITLE: Policies and procedures manual

DATES: 1985-

ARRANGEMENT: Chronological by issue date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Policies and Procedures manual governs the agency's daily operations and requirements for the programs administrated by Crime Victim Reparations.

RETENTION:

Retain until superseded.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/07/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Utah Office for Victims of Crime

SERIES: 21225

TITLE: Policies and procedures manual

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 22989

3

TITLE: Publications

DATES: 1998-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, crime, victims, conferences, training, support organizations, programs, agency staff, and all other activities of the Office of Crime Victims Reparations. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21227

3

TITLE: Purchasing files

DATES: 1985-

ARRANGEMENT: Numerical by purchase order

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are the purchase orders used by Crime Victim Reparations for requesting supplies and other purchases and planned office expenditures.

RETENTION:

Retain for 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

AUTHORIZED: 02/25/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Utah Office for Victims of Crime

SERIES: 21227

TITLE: Purchasing files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 21229

3

TITLE: Records transfer sheets

DATES: 1985-

ARRANGEMENT: Chronological by transfer date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Descriptive listings of agency records transferred to the State Records Center. Information includes record series number, agency name and address, records officer's name and signature, Chief administrative Officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION:

Retain for five years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after records are destroyed and then destroy.

APPRAISAL:

Administrative

AGENCY: Utah Office for Victims of Crime

SERIES: 21229

TITLE: Records transfer sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20330

3

TITLE: Sexual assault files

DATES: 1996-

ARRANGEMENT: Alphanumeric by agency-assigned case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document payments made to victims of sexual assault cases for forensic examinations. The files include victims' names, law enforcement signatures, and copies of hospital bills. The reimbursements documented in these records are considered a more expedient method of repaying money spent for forensic examinations rather than repayments made through series 84706-Crime victim case files. The files may transfer to series 84706, but this only happens occasionally.

RETENTION:

Retain 11 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 11 years and then destroy.

AGENCY: Utah Office for Victims of Crime

SERIES: 20330

TITLE: Sexual assault files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The annual reports provide statistical summaries of case information and serve as a permanent record for historical research. Case files need not be retained permanently.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Utah Office for Victims of Crime

SERIES: 21252

3

TITLE: Time sheets

DATES: 1985-

ARRANGEMENT: Chronological by pay period

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION:

Retain for 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Utah Office for Victims of Crime

SERIES: 21252

TITLE: Time sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20332

3

TITLE: Victims of Crime Act grant files

DATES: 1991-

ARRANGEMENT: Alphanumeric by agency-assigned case number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the administration and allocation of Federal Victims of Crime Act grants to state, local, and non-profit victim assistance organizations, also known as sub-grantees. The records include previous financial reports, original contracts with the sub-grantees, monitoring reports, and the quarterly financial reports, filed with the Office of Crime Victim Reparations by the subgrantees. These reports detail the specific uses of the Federal grant funds by the subgrantees.

RETENTION:

Retain 8 years after final expenditure report is complete

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until final expenditure report is complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Utah Office for Victims of Crime

SERIES: 20332

TITLE: Victims of Crime Act grant files

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the federal legal requirement, under 28 CFR 66.42, for retaining grant files.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Office for Victims of Crime

SERIES: 20331

3

TITLE: Violence Against Women Act grant files

DATES: 1991-

ARRANGEMENT: Alphanumeric by agency-assigned number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the administration and allocation of Federal Violence Against Women Act grants to state, local, and non-profit victim assistance organizations, also known as sub-grantees, which assist female victims of violent crimes. The records include previous financial reports, original contracts with sub-grantees, monitoring reports, and the quarterly financial reports filed with the Office of Crime Victim Reparations by the subgrantees. These reports detail the specific uses of the Federal grant funds by the subgrantees.

RETENTION:

Retain 8 years after final expenditure report is complete

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until final expenditure report is complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Utah Office for Victims of Crime

SERIES: 20331

TITLE: Violence Against Women Act grant files

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the federal legal requirement, under 28 CFR 66.42, for retaining grant files.

PRIMARY CLASSIFICATION:

Public